

ADMINISTRATIVE-INTERNAL USE ONLY

Approved For Release 2001/07/12 : CIA-RDP81-00142R000400070001-3

DD/O 78-0437

PEWS 78-231

DD/A Registry

78-0491

DCD-057/78
16 January 1978

MEMORANDUM FOR: Acting Deputy Director for Administration **STATINTL**

STATINTL FROM : [REDACTED]
Chief, [REDACTED]
THROUGH : Chief, [REDACTED] **STATINTL**
Deputy Director for Operations
Director of Personnel
SUBJECT : Request for Restored Leave Account

1. Shortly after my reassignment to [REDACTED] Headquarters in **STATINTL**
July 1977, I learned that attendance at the U.S. Military
Academy was creditable service for purposes of leave and
retirement. Although full documentation was available in my
official personnel file, this service was not included at
the time my Service Computation Date was established. At
my request my records were again reviewed, and on 26 August 1977
my SCD was adjusted to include my four years at the Military
Academy. I was granted a lump-sum of 197 hours annual leave
on 23 September 1977 as a result of this adjustment.

2. My recent assignment to Headquarters has resulted
in my inability to utilize all my annual leave in excess of
the authorized 240 hour ceiling. Between my July assignment **STATINTL**
to Headquarters and the end of the year I have assumed **STATINTL**
new functions, first as Deputy Chief, [REDACTED]
[REDACTED] **STATINTL**

E2 IMPDET CL BY 386090

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057/78
16 January 1978

STATINTL

SUBJECT: Request for Restored Leave Account

I was obliged to prepare the Division's Program Plan due on 6 January 1978. These various responsibilities caused me to forfeit 67 hours of regular annual leave as well as the entire 197 hours lump-sum granted on 23 September.

3. It is requested that a restored leave account be established for a period of two years for the 197 hours of annual leave granted as a result of the recomputation of my Service Computation Date. This request is made based on the fact that the lump-sum leave adjustment was made late in the leave year and as outlined above, it was not possible to schedule 197 hours of leave prior to 1 January 1978.

[Redacted]

STATINTL

CONCUR:

STATINTL

[Redacted]

ion

20 January 1978
Date

26/1/78
Date

8 FEB 1978
Date

istration

6 Feb 1978
Date

☐ UNCLASSIFIED

INTERNAL

☐ CONFIDENTIAL

☐ SECRET

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ROUTING AND RECORD SHEET

DD/A Registry

File Personnel-2

SUBJECT: (Optional)

Request for Restored Leave Account -- [REDACTED]

STATINTL

FROM:

Acting Director of Personnel
5 E 58 HQ

EXTENSION

NO.

DATE

3 FEB 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

EO/DOA
MR FITZWATER

RECEIVED 3
3 FEB 1978

6 FEB 1978

h

1. Acting Deputy Director
for Administration

An administrative error did occur, but [REDACTED] was "made whole" and, technically, he had time left in the year to use the lump-sum leave. However, I sympathize with the case, as circumstances were against his using the leave: the lump sum was granted late in the leave year; and, simultaneous with the leave adjustment, he started two new jobs, he was given responsibility for the [REDACTED] Task Force, and he was assigned to a DDO promotion panel. The fact that he also lost 67 hours of annual leave in addition to the 197 hours of adjusted leave appears to substantiate his contention that he was not able to get away from his duties.

STATINTL

STATINTL

Recommend approval as a matter of equity to the employee.

ATINTL

DD/A Registry
78-0491

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SECRET

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Staff A

EXTENSION

3767

NO.

DATE

16 January 1978

STATINTL
STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

913 Key

20 JAN 1978

2.

3.

DDO/REG
7E22

23 JAN 1978

4.

5.

DDO
7E22

23 JAN 1978

Bg

6.

C/CMS

23 JAN 1978

7.

D/PERS
5E13

3 FEB 1978

JF
BBS
gk

8.

9.

ADDA
7D18

6 FEB 1978

3

10.

11.

12.

13.

14.

15.

for coordination

STATINTL